



**U.S. Department of Transportation  
Federal Highway Administration**

## **MERIT PROMOTION VACANCY ANNOUNCEMENT**

**NUMBER: LF2104WL**  
**OPENS: 10-01-01**  
**CLOSES: 10-22-01**

**All application materials/documents must be postmarked by the closing date and received by 10-25-01.**

**POSITION:** Materials Engineering Technician , GS-802-6/7 (More than one position may be filled.)

**PROMOTION POTENTIAL:** The full performance level of this position is GS-802-07. If selected at the GS-06 level, there is promotion potential to GS-07 without further competition. There is no known promotion potential beyond the GS-07 level.

**LOCATION:** Western Federal Lands Highway Division (WFLHD), Vancouver, Washington

**AREA OF CONSIDERATION: WFLHD-wide.** Individuals in the local commuting area (Vancouver, WA) covered under 5 CFR 330.601 CTAP - Career Transition Assistance Plan will receive special selection priority.

**PHYSICAL REQUIREMENTS:** Position requires long periods of standing, bending, stooping, lifting, and similar activities. Required to lift testing samples up to 50 pounds.

**SUMMARY OF DUTIES:** The incumbent of this position serves as a Testing Technician in one of the Testing Sections acting under the direct supervision of the Section Leader and/or the Laboratory Chief. The incumbent is responsible for performing appropriate tests and reporting test results for that unit. Specific duties include: responsible for independent assurance and contractor verification sample testing for WFLHD; provides additional information or answers questions of customers regarding testing difficulties or significant problems that occurred during testing; assists in maintaining the WFLHD Laboratory's AASHTO Certificate of Accreditation by demonstrating proficiency in testing procedures and maintaining documentation of the calibration of test equipment used in the assigned section; reviews applicable standard tests and design requirements to make the necessary test selection and assures all tests required by specifications, special provisions, or established procedures are used; prepares summarizes, analyzes, and evaluates test results; assists in the AASHTO Materials Reference Laboratory "quality level of testing" tests in the area of specialty.

### **QUALIFICATIONS REQUIRED:**

#### **MINIMUM REQUIREMENTS:**

GS-802-6 – Applicants must have 1 year of specialized experience equivalent to the GS-5 grade level **OR** completion of ½ year of graduate education in a field of study directly related to the work of this position.

GS-802-7 - Applicants must have 1 year of specialized experience equivalent to the GS-06 grade level **OR** one full year of graduate education in a field of study directly related to the work of this position..

**Specialized experience** is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. In addition to work

as a civil engineering technician, other occupations that may have provided qualifying specialized experience includes work as a draftsman, surveying technician, construction estimator, physical science technician, or mathematical technician.

For additional information on qualifications, please refer to the OPM Operating Manual-Qualification Standards for General Schedule Positions, Group Coverage Qualification Standards for Technical and Medical Support Positions (Specifically GS-802) available in most Federal government personnel offices.

**Note:** "Well-qualified" for CTAP candidates means an eligible employee who possesses the knowledge, skills, and abilities (KSAs) which clearly exceed the minimum qualification requirements for the position. A well-qualified employee must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the employee must meet each of the rating factors/KSAs established and be able to perform the duties of the position upon entry.

**TIME-IN-GRADE REQUIREMENTS:** In addition to the above qualifications, applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade restrictions contained in 5 CFR 300, Subpart F.

**TIME LIMIT FOR MEETING REQUIREMENTS:** All of the above requirements must be met within 30 days after the closing date of this announcement.

**EVALUATION METHOD:** A determination of basic eligibility will be based on each applicant's personal qualifications. All qualified candidates will be further evaluated on the relevance of their experience, education, training, self-development, honors, awards, and outside activities in relation to each rating factor/KSA expressed in terms of Knowledge, Skills and Abilities (KSAs) necessary to successfully perform the duties of the position.

**RATING FACTORS/KSAs:** The rating factors/KSAs for this position and their relative importance (expressed in percentages) are listed below and on the Supervisory Assessment.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

1. 50% Knowledge of highway materials specifications and sample testing procedures for soil, aggregate, concrete, and asphalt mixtures using both AASHTO and ASTM.
2. 20% Ability to operate and maintain various types of highway materials test equipment.
3. 20% Knowledge of the use of materials in highway construction.
4. 10% Ability to summarize and report test results in a clear and concise manner, and ability to communicate effectively within and outside WFLHD relating to testing of construction materials for highways.

**HOW TO APPLY:** Please submit the following documents:

- (1) FHWA employees submit Form FHWA-1499, Application for FHWA (FMCSA) Employees. The form can be sent via regular mail, via fax, or submitted electronically through the agency GroupWise E-mail system to the LHRC mailbox.
- (2) A narrative description of how you meet the rating factors/KSAs; FHWA 1499 item 9 or supplemental statement.
- (3) A completed supervisory assessment (attached) which may be submitted separately.
- (4) Applicants requesting consideration under CTAP must be "well qualified" (see definition in QUALIFICATIONS REQUIRED) and submit documented proof that they meet the requirements of 5 CFR 330.605(a) for CTAP. Documented proof must include a copy of the agency notice, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP eligible.

**SUBMIT APPLICATION TO:**

**E-mail:** LHRC.LHRC@fhwa.dot.gov  
Federal Highway Administration  
Lakewood Human Resources  
Attn: Ruth Croghan (LF2104WL)  
555 Zang Street, Room 400  
Lakewood, CO 80228  
**Fax:** 303-969-5790

**CONTACT INFORMATION:**

Ruth Croghan at 303-969-5772, ext. 309

**Reasonable Accommodation:** This agency provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Equal Employment Opportunity:** All qualified candidates will be considered regardless of race, color, religion, national origin, sex, political affiliation, age, handicap, sexual orientation or other non-merit factors.

**Privacy Act:** Your application contains information subject to the Privacy Act (P.L. 93-597.5 USC 522). The information is used to determine qualifications for employment, and is authorized under Title 5 U.S.C. Code, Sections 3302 and 3361.

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**SUPERVISORY ASSESSMENT**

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**NUMBER: LF2104WL**

**CLOSES: 10-22-01**

**APPLICANT'S NAME:**

**POSITION: Materials Engineering Technician, GS-802-6/7**

**INSTRUCTIONS: BOTH FIRST- AND SECOND-LEVEL SUPERVISORS MUST SIGN THIS FORM.** This form lists the rating factors/knowledge, skills and abilities (KSAs) which are necessary for successful performance in this position.

FIRST-LEVEL SUPERVISOR: Please provide comments on each Rating Factor/KSA under Part A.

SECOND-LEVEL SUPERVISOR: Please provide your comments under Part B.

**PART A: RATING FACTORS/KNOWLEDGE, SKILLS AND ABILITIES (To be completed by first-level supervisor.)**

1. 50% Knowledge of highway materials specifications and sample testing procedures for soil, aggregate, concrete, and asphalt mixtures using both AASHTO and ASTM.
2. 20% Ability to operate and maintain various types of highway materials test equipment.
3. 20% Knowledge of the use of materials in highway construction.
4. 10% Ability to summarize and report test results in a clear and concise manner, and ability to communicate effectively within and outside WFLHD relating to testing of construction materials for highways.

\_\_\_\_\_  
First-Level Supervisor

\_\_\_\_\_  
Signature

**PART B--NARRATIVE COMMENTS (To be completed by second-level supervisor.) Additional sheets may be attached, if necessary.**

\_\_\_\_\_  
Second-level Supervisor

\_\_\_\_\_  
Signature

Pursuant to the Privacy Act of 1974, upon employee request to the Office of Personnel and Training for disclosure of his/her Supervisory Assessment, it will be necessary to provide this information to the employee.

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**FHWA 1499 - APPLICATION FOR FHWA EMPLOYEES**

**NUMBER: LF2104WL**

**CLOSES: 10-22-01**

1. NAME:

2. JOB TITLE, GRADE AND SERIES IN ANNOUNCEMENT:

3. LOCATION(s) APPLYING FOR:

4. MAILING ADDRESS:

5. TELEPHONE NUMBERS (include area code(s)):

Day:

Evening:

6. WORK EXPERIENCE: Please list assignments related to the advertised position/occupation:

From/To Dates

Title/Grade

Organization/Location

7. RATING ON LAST PERFORMANCE EVALUATION

☐ Outstanding

☐ Meets or Exceeds Requirements

☐ Fails to Meet Requirements

8. NAME(S), TITLE(S), AND TELEPHONE NUMBER(S) OF CURRENT & PRIOR TWO SUPERVISORS

9. RATING FACTORS/KNOWLEDGES, SKILLS, AND ABILITIES (KSAs): Please describe how your experience, training, awards, etc. relate to the Rating Factors/KSA's for this position. (Expand the space to meet your needs, but please do not exceed one page per Rating Factor/KSA.)

10. What is your highest grade held ☐

Dates From[       ] To[       ]

11. Applicant Signature\_\_\_\_\_

Date \_\_\_\_\_